



# NORTHWEST FIRE DISTRICT

*Our Mission is to Save Lives, Protect Property, and Care for Our Community*

PHONE: (520) 887-1010 FAX: (520) 887-1034 [NWFDZ.gov](http://NWFDZ.gov)



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## Fire District Governing Board Regular Meeting Minutes December 7, 2021

### 1. **Call to Order/Roll Call/Affirmation of Quorum**

Present: George Carter, Chairman  
Bruce A. Kaplan, Vice Chair  
David Talas, Board Member  
Peg Green, Clerk  
Cyndell Chanek, Board Member

### 2. **Salute to the Flag of the United States of America**

Chairman Carter led the Pledge of Allegiance to the Flag.

### 3. **Presentation of Service Awards**

Chief Bradley introduced Dr. Amber Rice, Northwest Fire Medical Director, who spoke briefly about Code Saves that occurred during the prior 18 months and were not recognized in front of the Governing Board due to restrictions on gatherings associated with the COVID-19 pandemic. Dr. Rice commended the EMS crews' actions and noted that 15 Code Saves were being recognized, which represented only a portion of the Code Saves for the year. The 15 Code Saves presented represented approximately 234 life years saved. She reported that treating physicians reached out to her to connect with the crews and remarked on the crews' impressive actions. Chairman Carter thanked Dr. Rice and the crews for their impressive actions.

Chief Bradley recognized the following promotions and administered the Loyalty Oath:

Assistant Chief: Alex Sepulveda and Scott Hamblen  
Deputy Chief: Brian Keeley and Roger Moore  
Paramedic: Avery Honea and Brandon Mazzola  
Engineer: Bradley Labanow  
Captain: Ben Lee

### 4. **Public Forum**

No members of the public requested to speak.

### 5. **Consent Agenda**

The Consent Agenda contains items which might require action by the Board, but which are generally routine items not requiring Board discussion. Usually, a single motion will approve all items on the Consent Agenda, including any resolutions. However, a Board Member may remove any item from the Consent Agenda, and that item will be discussed and voted upon separately.

Approval of Consent Agenda

**MOVE TO APPROVE ITEMS A-H ON THE DECEMBER 2021, CONSENT AGENDA AS PRESENTED**

Motioned by Chairman George Carter, seconded by Clerk Peg Green

**Vote:** 5 - 0 - Unanimously

- A. Approval of the Minutes of the November 9, 2021, Regular Governing Board Meeting

Motioned by Chairman George Carter, seconded by Clerk Peg Green

**Vote:** 5 - 0 - Unanimously

- B. Adoption of Resolution No. 2021-042 Ordering the Jenkins Annexation, Pursuant to A.R.S. Section 48-262(l); the Annexation Area is Located at 12904 N Rusty Iron Trail (Parcel 219-32-008H) and is North of Moore Road and West of La Cholla Boulevard in Pima County, Arizona

Motioned by Chairman George Carter, seconded by Clerk Peg Green

**Vote:** 5 - 0 - Unanimously

- C. Approval of the Revised Northwest Fire District Social Media Policy

Motioned by Chairman George Carter, seconded by Clerk Peg Green

**Vote:** 5 - 0 - Unanimously

- D. Approval to Purchase 12 FLIR K65 Thermal Imaging Cameras and Accessories

Motioned by Chairman George Carter, seconded by Clerk Peg Green

**Vote:** 5 - 0 - Unanimously

- E. Adoption of Resolution No. 2021-043 Approving the Cooperative Purchasing Agreement with Education Service Center-Region 19 Allied States Cooperative (ASC)

Motioned by Chairman George Carter, seconded by Clerk Peg Green

**Vote:** 5 - 0 - Unanimously

- F. Approval of the Purchase and Use of CordicoFire Wellness Applications to Support the Health and Well-Being of the District's Employees and Their Families

Motioned by Chairman George Carter, seconded by Clerk Peg Green

**Vote:** 5 - 0 - Unanimously

- G. Approval of the Agreement with CuraLinc, LLC to Administer the District's Employee Assistance Program

Motioned by Chairman George Carter, seconded by Clerk Peg Green

**Vote:** 5 - 0 - Unanimously

- H. Approval of the Agreement with WEX Health Inc. for the Administration of Employee Health-Related Plans

Motioned by Chairman George Carter, seconded by Clerk Peg Green

**Vote:** 5 - 0 - Unanimously

6. **Fire Chief's Report**

Chief Bradley stated that reports were in the packet. Staff was available to answer questions. There were no questions.

- A. Fire Chief's Board Report

- B. Essential Services Board Report

- C. Operational Services Board Report
- D. Human Resource Services Board Report
- E. Administration Services Board Report
- F. Technical Services Board Report

7. **Financial Reports**

A. Finance Reports

The monthly reports were included in the packet. Kim Sotomayor, Business Services Director, presented financial reports that contained the November Disbursements Report and the October financial reports due to the early meeting dates in November and December. She reported that financial reports through month ending October 31 showed general fund expenses of \$11.4 million which were in line with the prior year's figures. She stated that general fund revenues were \$15.5 million. Collections were \$11.4 million through October 31st, which was 38.8% of budgeted collections and lower than the prior year due to November 1st falling on a Monday. Ambulance fund revenues were reported at \$893,000, with \$531,000 from services rendered July 1, 2021, or later. Sotomayor stated that capital projects were underway and being completed. She reported that cash reports were balanced, bank statements were reconciled, and all fund balances were positive. Sotomayor made herself available for questions. There were no questions.

**MOVE TO APPROVE THE DISTRICT'S NOVEMBER 2021 DISBURSEMENTS REPORT, AS PRESENTED**

Motioned by Chairman George Carter, seconded by Vice Chair Bruce A. Kaplan

**Vote:** 5 - 0 - Unanimously

8. **Business**

A. Discussion and Possible Action Adopting Resolution No. 2021-044, Approving the Purchase Agreement and Lease Back Agreement for the Sale of the Administration Building Located at 5225 W. Massingale Road

Chief Draper, Assistant Chief of Essential Services, presented the purchase agreement and short-term lease agreement for the current Administration Building located at 5225 W. Massingale Road. He explained that the new Administration Building located at 13535 N. Marana Main Street, was under construction and on schedule to open in March 2022. All agreements and escrow instructions were included in the packet. Draper made himself available for questions. There were no questions.

**MOVE TO ADOPT RESOLUTION NO. 2021-044 APPROVING THE PURCHASE AGREEMENT, AND THE SHORT-TERM LEASE BACK AGREEMENT FOR THE SALE OF THE ADMINISTRATION BUILDING, LOCATED AT 5225 W. MASSINGALE RD**

Motioned by Chairman George Carter, seconded by Vice Chair Bruce A. Kaplan

**Vote:** 5 - 0 - Unanimously

B. Discussion, Presentation, and Possible Action Approving the Annual Comprehensive Financial Report (ACFR) for the Fiscal Year Ended June 30, 2021; Discussion May Include the Audit Process and All the Aspects of the Financial Status of the District

Kim Sotomayor, Business Services Director, presented the Annual Comprehensive Financial Report and introduced Lydia Hunter, Senior Manager for the Certified Public Accounting firm of BeachFleischman. Ms. Hunter presented the audit results and a letter from the firm containing all necessary communication to the Governing Board. She explained that management is responsible for policies selected by the District and that there were no transactions that lacked authoritative guidance.

Hunter explained that the District's most significant estimates are the collectability of Accounts Receivable, specifically ambulance receivables, the useful life of depreciable assets, and the unfunded pension liability which is based on actuarial assumption. She reported that there were no difficulties in dealing with management and no disagreements during the audit. She highlighted two adjustments that were made but determined to be immaterial.

Hunter stated that an unmodified, clean opinion was issued to the District. This opinion was issued for both the regular financials and the single audit. She reported that there were no material weaknesses in internal controls. State statutes were also audited, and the District was found to be in compliance.

Next, she presented the audit results summary which notes any adjustments made in the audit. There was one small adjustment made for \$5,000. She explained that the numbers presented on an internal and regular basis are accurate.

Hunter presented the Statement of Net Position and explained that it serves as the balance sheet and is based on a full accrual basis. The three-year trend showed cash was in line and was reduced due to the spending of bond proceeds. Other current assets showed that receivables increased, primarily driven by grant receivables. Capital assets increased with a purchase of \$3.6 million in capital assets offset by annual depreciation. The unrestricted net position, driven by unfunded pension liability, was negative.

Hunter presented the Statement of Activity, or income statement, and noted that property tax revenue continued to increase with no change in the tax rate. There was a large increase in grants including a \$2.7 million grant for radios that were distributed to other districts in the region. Northwest Fire served as lead agency for the grant and therefore recorded all associated revenue and expenses. The District's operating expenses also increased as expected with the increase in revenue. The pension expenses were presented showing pension contributions. There was a decrease in the District's net position, but Hunter stated it was an improvement from prior years.

Hunter presented an overview of the District's cash flow summary. She reported that cash flow was positive and very strong, and stated she had no concerns at this time. She further explained that over the prior three years, the District showed positive cash flow from operations.

The District's internal controls were reviewed and there were no findings to report. Hunter noted the importance of internal controls and emphasized the importance of the Governing Board's oversight role in that process. Hunter made herself available for questions. There were no questions. Chairman Carter thanked everyone for their hard work.

**MOVE TO APPROVE THE ANNUAL COMPREHENSIVE FINANCIAL REPORT FOR THE FISCAL YEAR ENDED JUNE 30, 2021**

Motioned by Chairman George Carter, seconded by Board Member Cyndell Chanek

**Vote:** 5 - 0 - Unanimously

- C. Discussion and Possible Action - Executive [Closed] Session, Pursuant to A.R.S. 38-431.03(A) (3) & (4). For Discussion or Consultation with the Board's Attorney for Legal Advice and to Consider Its Position and Instruct Its Attorney on the Board's Position Regarding a Potential Contract/s for Consolidation/Merger or Other Functional Collaboration with Picture Rocks Fire and Medical District. Any Action on this Item Will be Taken in Public [Open] Session

**MOVE TO BEGIN THE EXECUTIVE SESSION AT 6:32 P.M.**

Motioned by Chairman George Carter, seconded by Clerk Peg Green

**Vote:** 5 - 0 - Unanimously

**MOVE TO CLOSE THE EXECUTIVE SESSION AT 7:34 P.M.**

Motioned by Chairman George Carter, seconded by Vice Chair Bruce A. Kaplan

**Vote:** 5 - 0 - Unanimously

**MOVE TO DIRECT STAFF TO GATHER INFORMATION AS DISCUSSED**

Motioned by Chairman George Carter, seconded by Vice Chair Bruce A. Kaplan

9. **Future Agenda Items**

A Governing Board Member May Bring Forth General Topics for a Future Meeting Agenda. The Governing Board May Not Discuss, Deliberate or Take Any Action on the Topics Presented, Pursuant to A.R.S. § 38-431.02 (H).

Items discussed in executive session will be tabled until additional information is received.

10. **Adjournment**

**MOVE TO ADJOURN THE MEETING AT 7:36 P.M.**

Motioned by Chairman George Carter, seconded by Board Member Cyndell Chanek

**Vote:** 5 - 0 - Unanimously

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Peg Green  
Board Clerk

Two Board Briefing Books containing material related to the Board Meeting are available for public review the day before and the day of the Board Meeting during office hours at the Administration/Prevention and Safety Office located at 5225 W. Massingale Road, Tucson, Arizona 85743 – (520) 887-1010. The two Board Briefing Books are also available for public review at the Board Meetings.

The Northwest Fire District Board may vote to go into Executive Session on any agenda item pursuant to ARS §38-431.03 (A)(3) for discussion and consultation for legal advice with the Fire District Attorney on the matter(s) as set forth in the agenda item. Pursuant to Board Policy, from time to time, it might be necessary for a Board Member to attend a Board meeting via speakerphone.

The Northwest Fire District Training Facility is accessible to persons with disabilities. In compliance with the Americans with Disabilities Act (ADA), those persons with special needs, such as large-type face print or other reasonable accommodations, may request those through Heather Robey, by calling 887- 1010, ext. 2929, before the meeting.

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